Identify skills gap and recruitment needs

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Job description, person specification and relevant recruitment details posted on school and other websites

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School website and recruitment details clearly state that the school is committed to safeguarding children and all successful applicants will be required to complete pre-employment checks, including online searches, and provide an enhanced DBS disclosure

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Applications are shortlisted by a minimum of 2 members of staff or Trustees, HT and/or DHT and the relevant CAL or line manager. All members of SLT have undertaken safer recruitment training.

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The shortlisting process uses a checklist/grid to assess the information provided. This includes: qualifications, previous experience, current role, quality of response to safeguarding question, any gaps in employment, responses to questions about disclosures

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Shortlisted candidates are contacted and asked to attend a face to face interview
Referees contacted and asked to provide reference as soon as possible

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Formal interview panel drawn up and always includes a member of staff, or Trustee trained in safer recruitment

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During interview, any questions linked to the information provided on the application form are raised and addressed
e.g. gaps in employment, any specific detail included in the letter of application

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Job offer made and enhanced DBS check carried out

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All successful candidates complete their Level 2 Safeguarding training prior to taking up their position